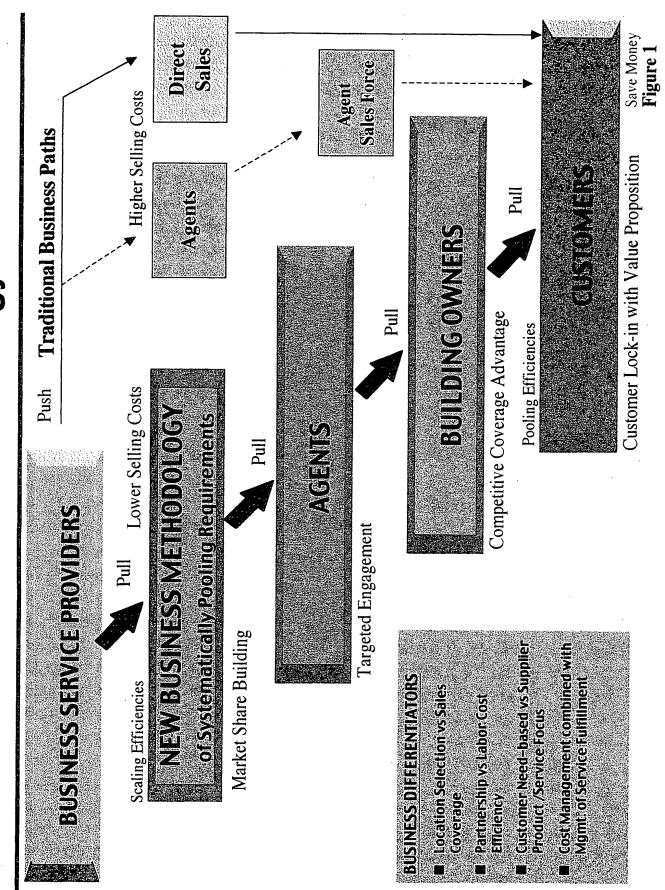
Business Methodology

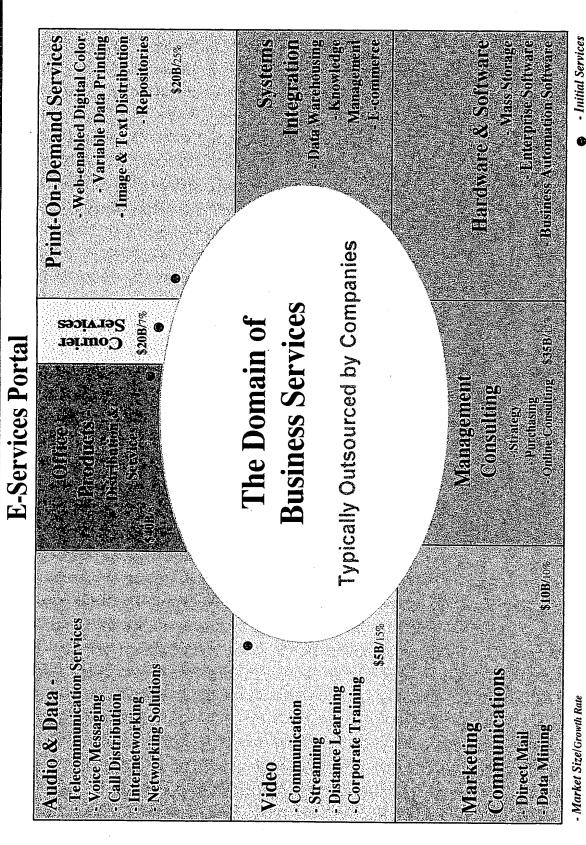


Guiding Principles for Implementation

Processes for Supporting Business Methodology

| Guiding Principles | Best cost from innovative service providers that deliver the best set of benefits to customers Service quality & speed of delivery | Optimized portfolio of services for customized productivity delivery Dedicated and committed employees Added value to customers | — Unique system architecture with online analytics and seamless integration with service providers — Simple interfaces, fast and effortless |
|--------------------|---|---|---|
| Objectives | Targeted Engagement 100% Coverage at Location Low Cost Distribution Optimized Mix. | Improved Customer Economics Horizontal Linkages Customization/Personalization Enhanced Customer Interfaces | Bundles via Alliances Harmonized Complex Interfaces Improved & Integrated Enabling Rapid Evolution |
| Goals | • Best Service & Product Cost | Best Customer Value for Portfolio | Best Total System Performance |

Knowledge Services Domain



Market Size/Growth Rate

Source: Dataquest/GartnerGroup/Forrester/McKinsey

Total Market Size (excl. IT & Telco): \$130B

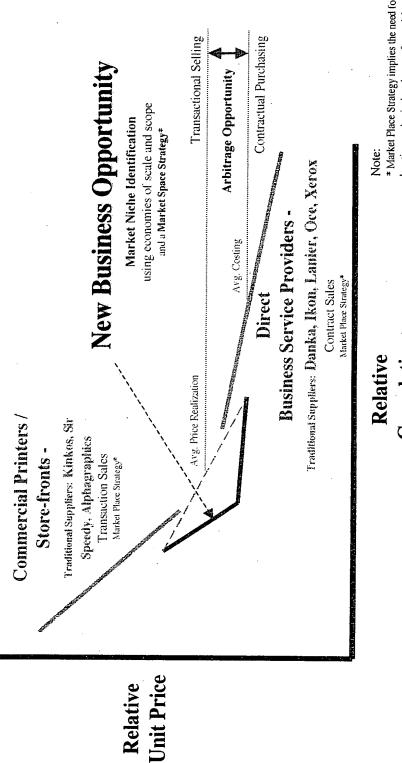
400000 **....7.6**% 3.2% 130000 Narket Sizing @ 30% of Total Consumption Potential being Outsourced (\$M) Source=Dataquest, Gartner Group, Forrester, McKinsey Source=Bureau of Labor Source=BOMA Source=BOMA Knowledge Services = Document Print on Demand, Office Supplies, Courier Services, Video Potential Consumption of Related Knowledge Services of Target Market (For Select otal US Commercial Office Building Floor Space (M sq. ft. in 0.7M buildings) Total US Knowledge Worker Population out of 90M in non-agriculture (M) Avg. Floor Space Occupied per Office Building Occupant (sq. ft.) Percentage of Knowledge Workers in Office Building Population Percentage of All Office Building Floor Space Targeted Sonferencing, Management Consulting, Marketing Communication Percentage of Knowledge Worker Population Targeted Knowledge Services Proportionate to Targeted Population - \$M) Fotal Office Building Floor Space Targeted (M sq. ft.) Number of Knowledge Workers in Target Market (M) Market Size for Select Knowledge Services (\$M) Number of Buildings Targeted for Market Avg. Floor Space of Target Building (sq. ft.) **Market Sizing**

Mix of Services for Offering via Portal

- Based on Overall Usage Trends evolutionary with changing usage patterns
- Based on Operationally Efficient Service Providers dependent upon best in class
- Based on Strategic Partnering with Customers & Suppliers
- Based on Relationships built on in-depth Business Knowledge & Expertise
- Based on Productivity Delivery, Mutual Growth & Success true business partnership

Market Niche Identification Methodology

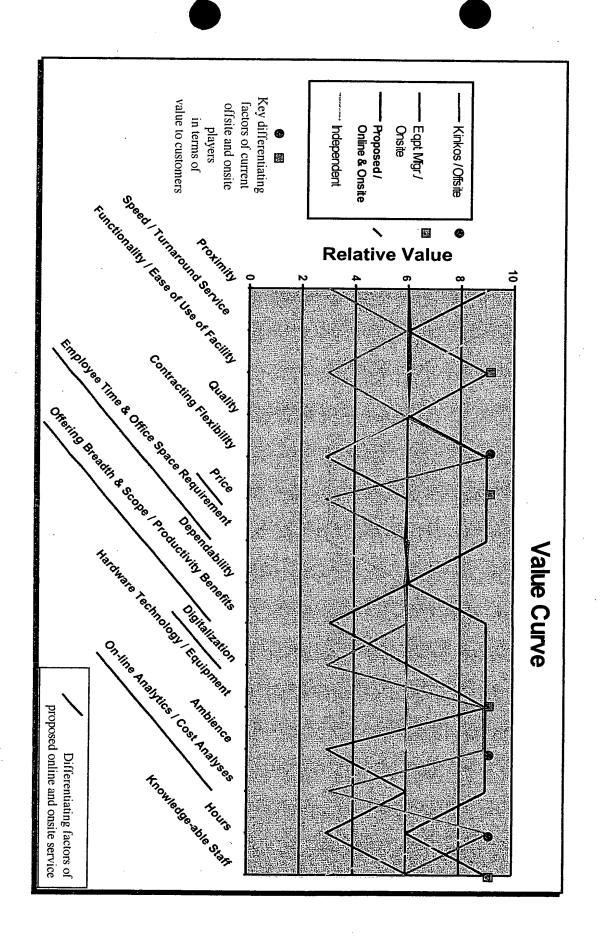
Web-enabled Digital Print on Demand



Relative Cumulative Volume

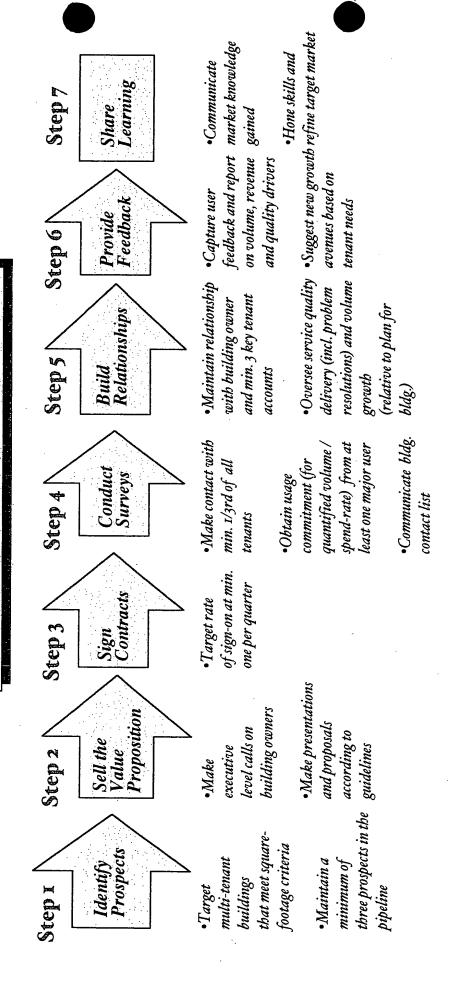
* Market Place Strategy implies the need for a physical location, a physical exchange of material and a physical/face-to-face contact as the primary means of engaging in a service exchange, whereas a Market Space strategy separates the content, from the context and/or the infrastructure and allows the service exchange to be conducted without physical contact, or in other words the service order-taking and delivery/fulfillment can be done online.

Value Differentiation Process



Customer Engagement Process

7 STEP PROCESS



BUILD UP Reporting WEB ENABLED Calls

Monthly

ELECTRONIC

SIMPLE

Business OWNER

GEOGRAPHIC Exclusivity

to Building Owner Entry Mechanism Email/Personal Contacts

SPEED

Digital Print Production & Finishing

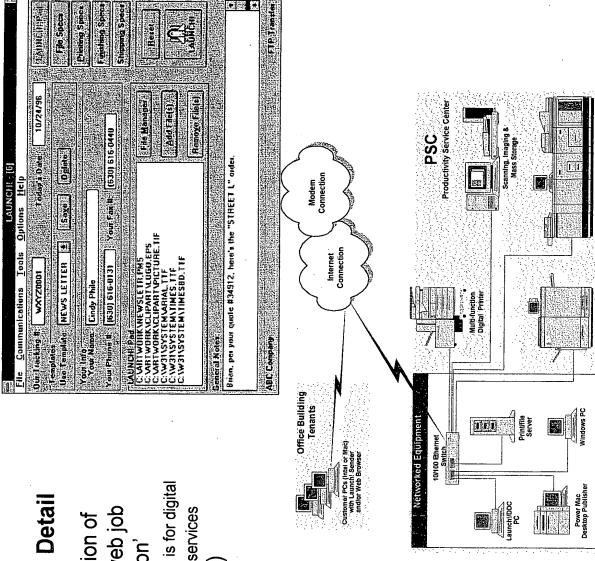
Process of Data Flow

Sample LAUNCH! Window

Operational Detail

(demonstration of concept of 'web job submission'

 example used here is for digital print-on-demand services fulfillment)



Web Connectivity Design Criteria [1 of 2]

- Multi-location, multi-service, online & onsite business service outsourcing driven by fulfillment speed / responsiveness / job-status-updates / cost-management approach
- Web-based, flexible, based on scaleable technologies (application server and relational back-end database - that allows for data mining)
- Customization & Personalization "On-line Analytics / Portfolio-management Style Advice & Feedback"
- To support the order, billing, fulfillment, and reporting processes
- Objectives
- Order entry and automated status feedback
- Tracking and trending including on-line reporting
- On-line billing (consolidated or customer-division-wise) and on-line payment
- Capturing of preferences for new services / customer feedback / levels of service desired / customer satisfaction
- Tracking of direct billing of services / flow-through items
- Routing of orders to appropriate location / routing to suppliers (limited)
- Internal costing for management/control by location, service stream, customer, user
- Links to e-commerce sites with integration for order processing, tracking, trending, reporting and

Design Criteria [2 of 2]

Services

- Categories
- Streams
- Customized Catalogs of Service/Merchandise Combinations

Contracts

Customized, based on customer objectives and cost-management needs

Customers

- Buildings
- Tenant Companies {Client administration interface for adding/deleting users/groups services/budgets}
- Departments / Budget Centers within Tenant Companies
 - _ Individual Users

Pricing

- Customer Potential-based
- Volume-based
- Spend-rate based
- Savings tracking
- _ Transaction type and frequency

Security - authentication and authorization

- Employee Administration, Processing/Fulfillment, Management
- Tenant Company Customers Specific to Customer Activity Reporting/Tracking
 - Individual Users Specific to User Activity Fulfillment/Reporting/Tracking Individual User Release Mechanism onsite
- Business Services Suppliers / Fulfillment Partners Specific to service offerings